

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 2 October 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of September, 1952.

Volume:

1. Requests for services processed during month of September

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|--|-----|
| A. New Requests by memorandum or requisition | 306 |
| B. On hand prior to September | 30 |
| Total | 336 |
| C. Written orders placed with GSA | 183 |
| D. Number on hand no action as of 30 September | 31 |
| E. On hand 60 days or more and not yet submitted to G.S.A. | 0 |

2. Funds obligated (This section submitted January, April, July or October)

| | |
|---|-----------|
| A. Fourth Quarter Encumbrances | |
| 1. Routine alterations, painting, repairs | \$18,300 |
| 2. Special Projects | |
| a. Renovations (6615) | \$26,837 |
| b. Renovations (Other) | 70,350 |
| c. Quarterly | 373,610 |
| Total | \$470,797 |
| 3. Protective Services (GSA Guards) | |
| a. 169 reimbursable posts | \$94,133 |
| b. 25 non-reimbursable posts | |
| 4. Laborers and Trucks (From GSA) | 5,333 |
| Total Funds Obligated | \$99,466 |

3. Sums paid to GSA during September against orders encumbered in second quarter

| | |
|----------------------------------|-----------|
| 1. Alterations and Installations | \$57,785 |
| 2. Guards | 81,617 |
| 3. Fireman-Laborers | 3,679 |
| 4. Janitor | 14 |
| 5. Elevator | 36 |
| | \$143,131 |

4. Work Load Status

| | |
|--|-----|
| A. Number of Requests on which orders have been placed but work has not been completed | |
| 30 days old | 97 |
| 60 days old | 62 |
| 90 days old | 33 |
| 120 days old | 30 |
| Total | 222 |

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B. Orders submitted to GSA non-reimbursable

| | |
|------------|------------|
| In writing | 12 |
| Verbal | <u>400</u> |
| | 412 |

C. Inter-office memorandums 29
Inter-agency letters 9

D. Space moves during September 35
Total personnel moved 820
Man hours by GSA Laborers 4046
Estimated cost \$6848



Attachments

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